



Intelligence Assistant

Contract Type: Maternity Cover, Fixed 12 Months

Location: London, (Hybrid Flexibility)

Salary: £28,000 - £30,000

Grade: AT3



The British Horseracing Authority is the governing and regulatory body for horse racing in Great Britain. It is BHA's role to act for and on behalf of the whole sport, ensuring that the highest standards apply on and away from the racecourse. We are currently looking to recruit an Intelligence Assistant (Maternity Cover) to provide administrative support to the Intelligence Manager, as well as supporting tasks relating to intelligence linking, analysis and research.

With excellent communication and customer service skills you will provide effective external communications with colleagues, participants, stakeholders, and members of the public. Feeding back intelligence as well as assisting with escalating any outstanding issues to the Intelligence Manager. Providing support to maintain the chosen intelligence and case management systems and ensuring the accurate logging of information. Provide ad-hoc intelligence support to other members of the Integrity & Regulation Department as required.

The successful candidate will have meticulous attention to detail, excellent oral and written communications skills, with a very strong administrative ability. This role will also require you work with highly sensitive and confidential information so it will be key for you to remain diplomatic and empathetic.

You will need to be a pro-active and enthusiastic individual who has an interest in or enthusiasm for integrity related work and a key interest in analytics would be desirable. You will be a proficient user of MS Office packages, including Word, Excel and Outlook, including competent typing skills. Experience and knowledge of horseracing and betting, as well as its products would be advantageous but not essential.

Equal opportunities

We acknowledge that having a diverse and inclusive workforce is fundamental to our success and we actively encourage and welcome applications from candidates of diverse cultures, perspectives, and experiences. People with disabilities or from ethnically diverse communities are currently underrepresented in the organisation and therefore we welcome these candidates to apply.

For more information, please see the job description [here](#).

Please apply by completing this Application Form [here](#), only candidates who have applied via the form will be considered. Our applications are anonymised in-line with our D&I initiatives and supporting documents are only provided to recruiting managers at interview stage.

The closing date for applications is **8 October 2024**.

Should you require any reasonable adjustments, please contact recruitment@britishhorseracing.com to provide further details.



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